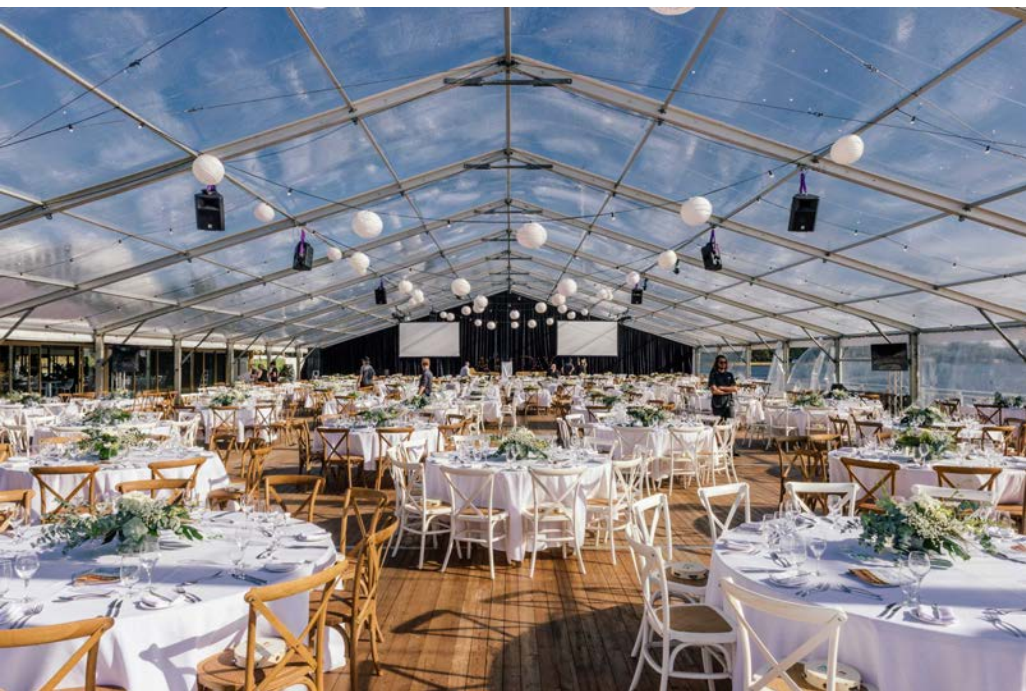




BURSWOOD
— ON SWAN —



FUNCTION PACKAGE



Thank you for taking the time to enquire about conferences at Burswood on Swan. We offer a unique setting for your guests with all rooms offering spectacular views of the Swan River and Perth city skyline. In this pack you will find information on menus, prices and hire terms and conditions. All the packages can be tailored to suit your function's style and requirements. We offer 3 different rooms and varied layouts to accommodate many different set ups for your guests and facilitators. Please see below information on our rooms:

ROOM HIRE

Burswood on Swan can be utilised as one large room or 3 smaller rooms to suit any size function.

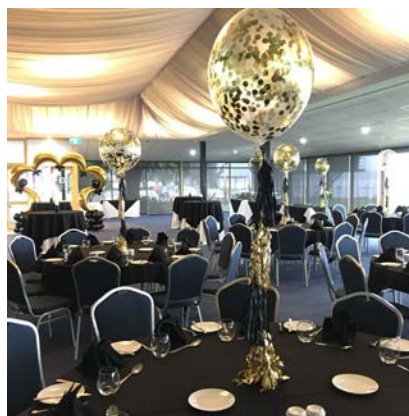
	Swan Room	3/4 Room	Full Venue	Lawn Area
Monday - Friday	\$950	\$1100	\$1400	\$1100
Saturday - Sunday	\$1200	\$1300	\$1600	\$1300

Swan Room – This is our main function room that can seat from 60 up to 170 guests. It includes a large bar area and a dance floor.

3/4 Venue – By opening up one of the partition walls, this space can accommodate up to 270 guests. It also includes the bar area and dance floor.

Full Venue – This is our largest area. Opening up both partition walls creates an area to seat up to 350 guests with a dance floor.

Lawn Area - Our lawn area is perfect for outdoor or marquee events –it offers one of the best views in Perth and the area is private with very few noise restrictions. This event space can accommodate all size groups of up to 700 guests.

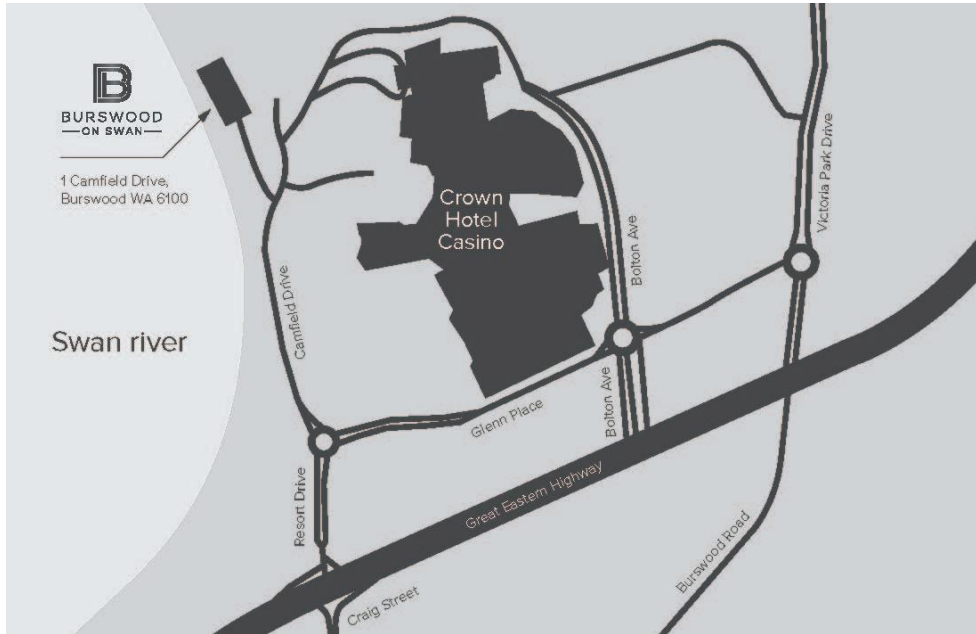


If you have any queries on the information mentioned in this conference package please do not hesitate to contact us. We look forward to welcoming you at Burswood on Swan.

Regards,
Burswood on Swan

LOCATION

We are located in front of Crown Towers on the waterfront.



1 Camfield Drive, Burswood WA 6100

PARKING

Burswood on Swan has ample free parking for all guests on site. There is also free public parking located along Camfield Drive that patrons are also welcome to use.



AV EQUIPMENT

ADDITIONAL EQUIPMENT

These can be added to the above packages.

Standard Sound System (Swan Room)	\$145
Includes 1 x corded mic, CD player and iPod connection	
Portable Sound System	\$100
Includes 1 x handheld radio mic	
Radio Handheld or Lapel Microphone	\$80
Lectern with Microphone	\$100 (requires sound system)
Di Box – Laptop Audio	\$30
7ft Tripod Screen	\$50
Data Projector – Table Top	\$135
Ceiling Mounted Data Projector (Swan Room)	\$156
Wall Mounted Screen (Swan Room)	\$110
Flipchart with paper and markers	\$40
Additional Equipment (can be ordered in addition to the above)	
Laptop Computer	\$160
Laser Pointer	\$25
Electronic Whiteboard	\$160
Staging (1.2 x 1.8m per section)	\$55 each*
Lectern Lighting	\$110
Delivery Fee	\$90

*Please be aware that some items do require additional labour to set up and pack down

Please speak to your Event Coordinator for additional audio visual requirements.





SET MENU PACKAGE

\$125 per person

ENTRÉE

Charcuterie board - selection of cold cut deli meats, cheeses, pickles, dips, nuts, marinated olives, assorted artisan breads & biscuits to share

MAIN

Alternate Service

Tarragon roasted chicken breast - salt roast potatoes, buttered broccolini & porcini cream sauce

Amelia Park beef fillet char grilled - salt roast potatoes, buttered broccolini & porcini cream sauce

DESSERT

Chocolate & salted caramel fondant, pistachio ice-cream, honeycomb

TO FINISH

Tea & coffee

BEVERAGES

5 Hour Standard Beverage Package

Redbank 'Emily' Chardonnay Pinot Noir, NV, King Valley, VIC

Redbank Sauvignon Blanc, King Valley, VIC

Hayshed 'Pitchfork' Pink Moscato, Margaret River, WA

Redbank 'Long Paddock' Merlot, King Valley, VIC

Gage Roads 'Hello Sunshine' Apple Cider 5%

Gage Roads Alby Crisp Lager 3.5%

Gage Roads Alby Draught 4.2%

Assorted Soft Drinks & Juices

(Include a 6-hour beverage package for an additional \$10 per person)

SET MENU PACKAGE ADDITIONS

Customise your package!

- Add Tiffany Chair or Chair cover and sash of your choice - \$6 per person
- Add 3 x canapes on arrival - \$12 per person
- Premium Beverage Package Upgrade – \$11.00 per person
- Deluxe Beverage Package Upgrade – \$21.00 per person
- Choice of Entrée or Dessert – \$5.00 per person
- Choice of Main Meal – \$9.00 per person
- Alternative drop for Entrée - \$5.00 per person
- Alternative drop for Dessert – \$5.00 per person
- Cheese Plate for table with Dried Fruits & Water Crackers – \$9.00 per person



PLATED MENUS

STARTER - shared

Oven baked Turkish bread - balsamic, olive oil, beetroot tzatziki and roasted red capsicum dip \$8

ENTREES

COLD

Charcuterie board- selection of cold cut deli meats, cheeses, pickles, dips, nuts, marinated olives, assorted artisan breads & biscuits \$18

Maple roasted pumpkin - wild rocket feta salad, toasted pepitas & aged balsamic \$17

Beetroot carpaccio - local goat's cheese, toasted walnuts, orange & baby herbs \$19

Caprese Salad - Roma tomatoes, buffalo mozzarella, green Sicilian olives, basil, olive oil & vincotto \$20

Classic prawn cocktail - avocado, shredded iceberg, lemon & baby herbs \$22

HOT

Creamy cauliflower & leek soup - truffle oil & chives \$17

Pumpkin ravioli - vine roasted tomato sauce fresh basil & parmesan \$18

Creamy beef ragu - fusilli pasta, baby spinach, parmesan & olive oil \$19

Moroccan spiced chicken salad - quinoa tabbouleh, kale & harissa yoghurt \$21



PLATED MENUS

MAINS

- Penne all'arrabiata - eggplant, basil, chilli, parmesan & olive oil \$24
- Middle eastern spiced chicken - saffron, almond, lemon couscous with fresh herb butter \$35
- Tarragon roasted chicken breast - salt roast potatoes, buttered broccolini & porcini cream sauce \$38
- Slow braised beef cheeks - soft parmesan polenta, green beans & rosemary jus \$40
- Crispy skin Tasmanian salmon - creamy mash potato, asparagus & chive butter sauce \$44
- Duck confit - sweet potato puree, buttered green beans & cherry shallot sauce \$44
- Pan fried pink snapper - cumin roasted carrots, asparagus, lemon & baby herbs \$48
- Amelia Park beef fillet - char grilled, salt roast potatoes, buttered broccolini & porcini cream sauce \$48
- Grilled WA Cone Bay barramundi - tomato, red onion & preserve lemon salsa \$42
- Brioche herb crusted Dorper lamb rack - creamy mash potato, roasted red capsicum, buttered green beans & thyme jus \$49

SIDE SALADS - Please choose one

- Fresh garden salad, French dressing
- Greek salad, local olives & Danish feta
- Caesar salad, candied bacon & garlic croutons
- Wild rocket, pear, parmesan salad, aged balsamic
- Tomato, red onion, grilled chorizo, sherry vinaigrette

DESSERT

- Lemon tart - vanilla cream, raspberry sauce, mint \$20
 - Dark chocolate Nutella brownie - hazelnut gelato, crushed shortbread's \$20
 - Sticky fig pudding - butterscotch sauce, vanilla bean ice-cream \$21
 - Smashed meringue - passionfruit cream, mango gelato, blueberries \$21
 - Buttermilk panna cotta - rhubarb & strawberry jam, almond biscotti \$21
 - Raspberry tart - mascarpone, vanilla cream \$20
 - Chocolate salted caramel fondant - pistachio ice-cream, honeycomb \$21
 - Strawberry cheesecake - strawberry coulis \$20
 - Clients own cake - whipped cream & marinated berries \$10
- All desserts include tea & coffee

ASSORTED CHEESE PLATE

- Godminster organic cheddar (England), Fourme D'ambert blue (France), Tarrago River triple brie (Australia) with dried fruits and water crackers \$9

CHILDRENS MENU - \$35
(under 12 years)

MAIN (please choose)

Crispy fried chicken pieces - french fries, salad & tomato sauce
OR

Battered fish pieces - french fries, salad & tomato sauce

DESSERT

(please choose)

Vanilla bean ice-cream - chocolate sauce & wafer
OR

Fresh fruit salad - fruit sorbet (DF)

Includes soft drinks



BUFFET SELECTION

\$68 PER PERSON (minimum of 50 people)

ROAST - CHOICE OF TWO

Roasted sirloin of beef - pan gravy with horseradish cream
Champagne ham - honey & mustard glazed
Roast lamb leg - rosemary and garlic, mint sauce
Slow roasted pork shoulder - spiced apple sauce

SIDES - CHOICE OF TWO

Roasted baby potatoes - garlic & herb
Creamy potato, sage & onion gratin
Honey & thyme roasted butternut pumpkin
Assorted oven roasted vegetables, blistered cherry tomatoes & rosemary
Buttered carrots & green stringless beans, flaked almonds
Freshly steamed mixed vegetables, olive oil & sea salt
Traditional English cheddar cauliflower cheese
Mashed sweet potato with nutmeg & butter

HOT DISH - CHOICE OF ONE

Ricotta, spinach & pumpkin cannelloni, freshly grated parmesan
Moroccan spiced vegetable tagine - lemon herb cous cous, flaked almonds & apricots
Chicken Rogan josh, fresh tomato, coriander & saffron rice
Spicy beef chili con carne, red kidney beans & steamed rice

SALADS - CHOICE OF THREE

Kipfler potato salad, eggs, mustard, capers and parsley
Red cabbage coleslaw - lemon mayonnaise & chives
Caesar salad, candied bacon & garlic croutons
Bocconcini, tomato & basil pasta salad, lemon & olive oil
Greek salad - local olives & Danish feta
Fresh garden salad - French dressing
Warm bread & butter

DESSERT

Assorted cakes, cheesecakes, seasonal fruit platter - vanilla whipped cream

Tea & Coffee

BUFFET SELECTION

\$92 PER PERSON (minimum of 50 people)

TO START

Choice of 3 x canapes on arrival

OR

Turkish Bread Platter - warm freshly baked Turkish bread, virgin olive oil, balsamic & homemade dips (shared)

ROAST - CHOICE OF TWO

Roasted sirloin of beef - pan gravy with horseradish cream

Champagne ham - honey & mustard glazed

Roast lamb leg - rosemary and garlic, mint sauce

Slow roasted pork shoulder - spiced apple sauce

SIDES - CHOICE OF THREE

Roasted baby potatoes - garlic & herb

Creamy potato, sage & onion gratin

Honey & thyme roasted butternut pumpkin

Assorted oven roasted vegetables, blistered cherry tomatoes & rosemary

Buttered carrots & green stringless beans, flaked almonds

Freshly steamed mixed vegetables, olive oil & sea salt

Traditional English cheddar cauliflower cheese

Mashed sweet potato with nutmeg & butter

HOT DISH - CHOICE OF TWO

Ricotta, spinach & pumpkin cannelloni - grated parmesan

Moroccan spiced vegetable tagine - lemon herb cous cous, flaked almonds & apricots

Chicken Rogan josh, fresh tomato - coriander & saffron rice

Spicy beef chili con carne - red kidney beans & steamed rice

Grilled Tasmanian salmon - lemon butter sauce & fresh herbs

SALADS - CHOICE OF THREE

Kipfler potato salad, eggs, mustard, capers and parsley

Red cabbage coleslaw - lemon mayonnaise & chives

Caesar salad, candied bacon & garlic croutons

Bocconcini, tomato & basil pasta salad, lemon & olive oil

Greek salad - local olives & Danish feta

Fresh garden salad - French dressing

Warm bread & butter

DESSERT

Assorted cakes, cheesecakes, seasonal fruit platter - vanilla whipped cream

Tea & Coffee



BURSWOOD
— ON SWAN —

COCKTAIL FOOD & CANAPES MENU

6 CHOICE MENU - \$38 PER PERSON

8 CHOICE MENU - \$45 PER PERSON

10 CHOICE MENU - \$51 PER PERSON

Salt & pepper squid - chilli & honey dipping sauce
Beer battered snapper pieces - tartaresauce
Baked Ceduna oysters - pancetta & balsamic
Freshly shucked oysters - lemon & shallot dressing
Wild mushroom & mozzarella arancini - truffle emulsion
Crispy fried buttermilk chicken - hot sauce
Potato spun prawn cutlet - coconut & lime
Mac & cheese jalapeno bites - green tabasco
Greek style lamb koftas - tzatziki & lemon
Chilli & cheese pastry dogs - American mustard
Mini steamed BBQ pork buns - plum sauce
Curry puffs - green chilli chutney
Cocktail sausage rolls - smokey BBQ sauce
Whipped goat cheese & beetroot tartlet - onion jam, baby herbs
Assorted sushi - pickled ginger & soy sauce
Mixed rice paper rolls - ponzu
Beef & beer mini pies - smoked tomato relish
Crispy fried tamarind prawn rolls - lemongrass
Indian spiced red lentil mini pies - mango salsa
Lamb and rosemary mini pies - beetroot chutney
Avocado, lime & chilli quinoa crisp
Smoked salmon charcoal cones - crème fraiche
Crispy fried vegetable spring roll - peanut sauce
Polenta & parmesan crumbed zucchini fritters - saffron aioli
Smashed pea, mint & lemon bruschetta - grated pecorino
Roasted capsicum, zucchini, olive & tomato pizza
Asian duck rillettes - cucumber, spring onion & coriander
Grilled chorizo - lemon & parsley
Vegetable cornish pasty - HP sauce

DESSERT CANAPÉS

Mini chocolate & coffee éclairs
Assorted petit fours
Mixed mini macarons
Assorted piccolo gelato cones
Mini jam donuts - vanilla cream sauce
Local Baklava & lady fingers

Tea & Coffee

All cocktail menus are served over a 1.5 – 2 hour duration

FOOD STATIONS

Grazing \$18 pp

Charcuterie table - selection of cold cut deli meats, cheeses, pickles, dips, nuts, marinated olives, assorted artisan breads & biscuits to share

Cold Seafood \$35 pp

Tiger prawns - citrus, olive oil, chilli and parsley
Fresh Smokey Bay oysters - tobacco & lime
Tasmanian smoked salmon - fresh lemon
Mediterranean marinated octopus - kalamata olives
Warm bread

Italian \$26 pp

Traditional Italian meatballs - rich tomato sugo, parmesan & oregano
Classic fusilli arrabiata - baby spinach, pecorino
Caprese salad - fresh basil, virgin olive oil
Italian orzo salad - fresh mint, balsamic, lemon
Warm ciabatta

Indian \$24 pp

Chicken korma curry - coconut, ginger & cardamom scented rice
Spicy red lentil dahl with spinach and fresh coriander
Vegetable samosas
Pappadums, chutneys & raita

Mexican \$22 pp

Spicy beef chilli con carne - red kidney beans & steamed rice
Mexican bean casserole - corn chips
Monterey Jack cheese, sour cream, guacamole, tomato salsa & fresh lime

Seafood \$30 pp

Beer battered barramundi - saffron tartare sauce
Fried calamari - cumin salt & romesco sauce
Salmon & prawn alla bursara - tomato, chilli, white wine
Garlic & rosemary roasted potato bits

Moroccan \$28 pp

Lamb tagine - tomato, dates & fresh coriander
Spiced vegetable tagine - baby spinach
Lemon herb cous cous - flaked almonds & apricots
Cucumber, tomato & mint salad
Cumin spiced creamy eggplant dip - charred flat bread

SUBSTANTIAL BOWLS

Creamy pumpkin & fetta risotto - wild rocket (GF, V) \$12
Spicy beef chilli con carne - steamed rice & guacamole \$13
Slow braised beef cheeks - horseradish mash & and parsley \$15
Thai green chicken curry - coconut rice & coriander \$15
Nicoise salad - crispy skinned salmon & lemon butter \$17
Grilled lamb cutlets - ratatouille & basil \$18
Choice of two bowl meal options an additional \$2 pp

GOURMET BBQ MENU - \$52 pp

BBQ MEATS

Slow cooked smoky BBQ beef
Cajun spiced southern BBQ'd chicken thighs
BBQ'd pork sausages

SIDES

Crispy smoked paprika potato wedges, sour cream and chives
Charred corn on the cob with mustard butter
South African Chakalaka beans
Steamed green beans and broccoli with lemon and garlic

SALADS

Red cabbage coleslaw, lemon mayonnaise
Fresh garden salad with French dressing

Crusty bread and butter with a variety of condiments

ADDITIONS

Australian Cheese Board \$9 pp
Selection of cakes and cheesecakes \$11 pp
Seasonal fruit platter \$7 pp

Coffee & Tea \$5 pp



BEVERAGE PACKAGES

	Standard	Premium	Deluxe
Two Hours	\$39.00	\$43.00	\$51.00
Three Hours	\$43.00	\$49.00	\$60.00
Four Hours	\$47.00	\$55.00	\$69.00
Five Hours	\$51.00	\$61.00	\$72.00
Six Hours	\$55.00	\$66.00	\$78.00

STANDARD PACKAGE

Redbank 'Emily' Chardonnay Pinot Noir, NV, King Valley, VIC
 Redbank Sauvignon Blanc, King Valley, VIC
 Hayshed 'Pitchfork' Pink Moscato, Margaret River, WA
 Redbank 'Long Paddock' Merlot, King Valley, VIC
 Gage Roads 'Hello Sunshine' Apple Cider 5%
 Gage Roads Alby Crisp Lager 3.5%
 Gage Roads Alby Draught 4.2%
 Assorted Soft Drinks & Juices



PREMIUM PACKAGE

Dunes & Greene Chardonnay Pinot Noir, NV, Eden Valley, SA
 West Cape Howe Sauvignon Blanc, Mount Barker, WA
 West Cape Howe Moscato, Mount Barker, WA
 West Cape Howe Tempranillo, Mount Barker, WA
 West Cape Howe Cabernet Merlot, Mount Barker, WA
 Gage Roads 'Hello Sunshine' Apple Cider 5%
 Great Northern Super Crisp 3.5%
 Corona Extra 4.5%
 Gage Roads 'Single Fin' Summer Ale 4.5%
 Assorted Soft Drinks & Juices

DELUXE PACKAGE

Corte Giara Prosecco Millesimato Dry, ITA
 Saint Clair Sauvignon Blanc, Marlborough, NZ
 Vasse Felix 'Filius' Chardonnay, Margaret River, WA
 West Cape Howe Rose, Mount Barker, WA
 Saint Clair Pinot Noir, Marlborough, NZ
 Vasse Felix Cabernet Sauvignon, Margaret River, WA
 Gage Roads - Hello Sunshine Apple Cider 5%
 Peroni Nastro Leggara 3.5%
 Peroni Nastro Azzuro 4.7%
 Gage Roads 'Single Fin' Summer Ale 4.5%
 Asahi Super Dry 5%
 Assorted Soft Drinks & Juice



• All prices are based on a per person costing. Beverages and Prices are subject to market availability and may vary on some items. Consumption Packages are available on request; please speak to your coordinator about terms and conditions

WINE LIST & BAR PRICES

Sparkling Wine

Sparkling – Redbank Emily	\$8 glass \$38 bottle
Dunes & Green Chardonnay Pinot Noir NV	\$9 glass \$42 bottle
King Valley Prosecco	\$10 glass \$50 bottle

White Wine

Redbank Sauvignon Blanc	\$8 glass \$38 bottle
West Cape Howe Sauvignon Semillon Blanc	\$9 glass \$42 bottle
Saint Clair Sauvignon Blanc	\$10 glass \$42 bottle

Red Wine

Redbank Merlot	\$8 glass \$38 bottle
West Cape Howe Cabernet Merlot	\$9 glass \$42 bottle
Saint Clair Pinot Noir	\$50 bottle
Vasse Felix Cabernet Merlot	\$50 bottle

Beer

Carlton Zero Non-alcoholic beer	\$6
Great Northern Super Crisp 3.5%	\$8
Gage Roads Alby Crisp Lager 3.5%	\$8
Gage Roads Alby Draught 4.2%	\$8
Gage Roads – Hello Sunshine Cider	\$8
Corona Extra	\$9
Peroni Nastro Azzuro	\$9
Gage Roads 'Single Fin' Summer Ale	\$10
Asahi Super Dry	\$10

Soft Drinks

Assorted Soft Drinks	\$4 glass \$13 jug
Lemon, Lime & Bitters	\$5 glass

Spirits

Assorted Spirits with Mixer	\$10
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Please note that some products may vary prior to your event

TERMS AND CONDITIONS

The Burswood on Swan Team are delighted that you are interested in holding your function at our venue. To ensure your event meets the highest standard please read the following terms & conditions.

1. Bookings will be considered tentative pending receipt of a deposit and will be held without obligation for a period of two weeks. Burswood on Swan reserves the right to cancel an unconfirmed booking without notice and reallocate the date to other enquiries.
2. Confirmation of a booking occurs on receipt of a \$1,500 deposit payment and a completed booking form. Payment of your deposit is acceptance of these function terms & guidelines.
3. Guaranteed minimum numbers must be received two weeks (14 days) before the function. Final numbers MUST be given 1 week prior to the event. Acceptance of extra numbers is dependent on availability of space and pre-payment.
4. Full payment is required seven clear working days prior to your event. Payment by EFT, cash, bank cheque or credit card is required.
5. All payments made with credit cards incur a 3.0% surcharge. Burswood on Swan does not accept American Express or Diners Club.
6. Room hire applies to all of our private function rooms. Included in your room hire is the cost of room set up, white linen tablecloths & serviettes, and the service equipment needed to provide your choice of food & beverages.
7. Minimum spends apply for Friday night and weekend bookings. Please see next page for minimum spend requirements.
8. Cocktail & Canapés Terms and Conditions: Cocktail Receptions held between September and April over meal periods (12.00pm-3.00pm or 6.00pm-9.00pm) require a minimum of 8 cocktail items and one fork food dish.
9. No food or beverages of any kind will be permitted to be brought in for consumption at the function by the Organiser or the Organisers' Guests.
10. Christmas events held in November and December must pay an amount to the value of 25% of their function costs 3 months prior to their function date. Full payment is also required 7 clear working days prior to any Christmas event.
11. Function Times. For lunchtime bookings: access to the room is from 10.00am the morning of the function. Lunchtime functions must conclude by 4.00pm. Evening bookings: access to the room is from 5.00pm, and evening functions are required to conclude at 12.00am. Burswood on Swan will do all possible to accommodate special requests regarding access to the rooms.
12. Burswood on Swan reserves the right to increase the package prices at any time without prior notification.
13. Functions held on Public Holidays will incur an additional 15% on the total cost of food and beverages.
14. Burswood on Swan will be pleased to assist with obtaining quotes for all your hire equipment, entertainment and decoration requirements and the costs will be added to your final account. The venue does take responsibility for any hire equipment damaged during the event. Please note that no items are to be nailed, screwed, stapled, or adhered to any surfaces in the venue.
15. Burswood on Swan operates under the principles of the Responsible Service of Alcohol guidelines. The Burswood on Swan staff are instructed not to serve any alcoholic beverages to guests under the age of eighteen (18) years, or guests in a state of intoxication. Burswood on Swan reserves the right to exclude persons, without liability, from an event.
16. Organisers are financially responsible for any damage sustained to the Burswood on Swan function centre and / or surrounding grounds by the Organiser, Organisers' Guests, Invitees or other persons attending the function whether in the room or any other part of the Burswood on Swan premises.
17. General cleaning is included in the cost of the function. The Organiser may incur additional charges in the instance where an event has created cleaning requirements that are considered, in the opinion of Burswood on Swan, over or above normal cleaning requirements.

TERMS AND CONDITIONS

18. Burswood on Swan does not accept responsibility for damage or loss of any goods left at Burswood on Swan prior to or after a function.
19. In the event that the venue cannot be made available to the Organiser on the date(s) for which it has been booked for reasons of fire, flood, damage, industrial dispute, or any other reason, the management of Burswood on Swan shall not be liable for any loss, damage or injury whatsoever suffered by the client as the result of the unavailability of the venue.
20. Alcohol must be served with a substantial meal. What constitutes a standard meal will be the sole discretion of Burswood on Swan.
21. Burswood on Swan can only set the room for the same number of people that has been confirmed for catering. No additional chairs will be put out.
22. We have recommend staffing amounts for functions on page 3 of this function package – if you require more staff at the event, the extra wait staff will be charged accordingly.
23. At least 2 weeks prior to your function, we require confirmation of final arrangements of menus and beverage requirements. Please advise us of any vegetarian or dietary needs. Burswood on Swan will only provide dietary requirements to guests with medical conditions such as dairy free or gluten free or preferences such as vegetarian or vegan. Dietary requirements such as “low fat” or “low sugar” will not be considered a suitable requirement for a separate meal. Any persons with extensive allergies will be asked and allowed to bring their own food. The Organiser of the function will NOT be charged for this person.
24. Any Dietary Requirements needed when having a plated menu will be charged at an additional \$15 per person.
25. Any 18th or 21st function held at the venue requires a \$1000 bond paid via credit card. This will be refunded after the event should there be no damage to the property.
26. No artificial petals, confetti, glitters, rice or other items are to be used on Burswood on Swan's grounds or in the room. Some organic material may be used on the grounds but only with prior permission from the venue management.

*Minimum Spends apply for Friday and Saturday evening bookings:

January	Friday \$6,000	Saturday \$8,000
February	Friday \$8,000	Saturday \$10,000
March	Friday \$12,000	Saturday \$15,000
April	Friday \$8,000	Saturday 10,000
May	Friday \$6,000	Saturday \$8,000
June	Friday \$6,000	Saturday \$8,000
July / August	N/A	
September	Friday \$6,000	Saturday \$8,000
October	Friday \$12,000	Saturday \$15,000
November	Friday \$12,000	Saturday \$15,000 — The last Saturday in November \$25,000
December	Friday \$20,000	Saturday \$25,000

*All minimum spends can be reviewed depending on the circumstances of the event at time of booking. Please speak to your Coordinator for more information. In the event of a cancellation, Burswood on Swan must be notified in writing. Verbal cancelations will not be accepted. The following cancellation fees and charges apply:

13 months+	Deposit refunded in full
12 months — 3 months	No refund of deposit
3 months — 1 month	25% of the estimated total amount payable
1 month — 10 days	75% of the estimated total amount payable
Within 10 days	100% of the estimated total amount payable



FUNCTION BOOKING FORM

Upon receipt of this form and a deposit we will confirm your booking for you.

Date of Function: _____

Company Name: _____

Contact Person: _____

Email Address: _____

Contact Phone Number: _____

Mobile: _____

Postal Address: _____

Post Code: _____

How did you hear about Burswood on Swan: _____

BOOKING DETAILS

Number of Guests Expected: _____

Room Requested: _____

Start / Finish Times: _____

AV Requirements: _____

Catering Selections: _____

Comments: _____

Have you read and agreed to our terms and conditions? YES NO

Signed: _____ Date: _____